



Montana Office of Public Instruction Career and Technical Education Division

1300 11th Avenue, P. O. Box 202501 Helena, MT 59620

2013-2014 APPLICATION PACKAGE

June 19, 2013

PROGRAM TITLE: STRENGTHENING MONTANA'S CAREER AND TECHNICAL STUDENT ORGANIZATIONS, HB 86 2013 LEGISLATIVE BILL

The Montana Office of Public Instruction is requesting applications to Strengthen Montana's Career and Technical Student Organizations (CTSOs).

<u>Direct all inquiries to:</u> OPI Division Administrator T. J. Eyer: <u>teyer@mt.gov</u>. Questions will be accepted and placed on the OPI website (Q/A style) for public response at http://opi.mt.gov/Programs/CTAE/CTE.html. Questions and answers will be selected for posting based on the relevancy of the information request to the common interest of potential applicants. Final Date for submitting questions is July 5, 2013.

Preparation and Formatting Requirements: This Application is to be prepared and formatted according to the following specifications:

- The application is to be completed no later than midnight, Friday, July 12, 2103.
- Applications will not be accepted if they are submitted after the above date, nor will they be
 accepted if incomplete or without the correct signatures. To apply for the STRENGTHENING
 MONTANA'S CAREER AND TECHNICAL STUDENT ORGANIZATIONS, HB 86 2013
 LEGISLATIVE BILL qualified CTSOs must submit electronic applications to OPI Division
 Administrator T. J. Eyer: teyer@mt.gov. Electronic signatures or signed and scanned
 documents are both acceptable.



FORMAT FOR APPLICATION FOR PROPOSALS FOR FUNDS FROM THE STRENGTHENING MONTANA'S CAREER AND TECHNICAL STUDENT ORGANIZATIONS, HB 86 2013 LEGISLATIVE BILL

IMPORTANT: Please type or print in ink. YINCOMPLETE OR UNSIGNED REPORTS OF FUNDS.	You may submit this report	through regular mail on	ly. PLEASE NOTE THAT LATE, MONEY FROM NON-FEDERAL
Eligible Recipient- Career and Technical Student Orga	anization	Date of Application	
Title of Proposed Project in 14 words or less (if	applicable):		
CTSO Board Chairman			
CTSO Address	City State	Zip	
Telephone Number (s)	Email Addres	S	
Fax Number (s)			
CTSO Treasurer	Phone Numb	er Emai	1
CERTIFICATION I certify to the best of my knowledge and belief obligations are for the purposes set forth in the		d complete and that all	outlays and unliquidated
Board Chairperson's Signature:		Date Signed:	

A. The Purpose

The purposes of the program are to strengthen Montana's Career and Technical Student Organizations by increasing graduation rates, enhancing student leadership opportunities, developing workforce skills, and facilitating transitions to postsecondary education and employment for all participating students ensuring alignment of activities of local Career and Technical Student Organizations with nationally affiliated programs and activities, and provide a base of funding for the statewide coordination of state-approved Career and Technical Student Organizations.

B. Program Eligibility

To be eligible for funding under this section, each state-approved Career and Technical Student Organization must provide documentation of affiliation with a respective national Career and Technical Student Organization as well as evidence of incorporation as a Montana nonprofit organization in compliance with state law and regulations regarding operations and financial reporting by May 1, 2013. As used in this application, "Career and Technical Student Organization" (CTSO) means an organization for students enrolled in a state-approved career and technology program that engages in Career and Technical Education activities as an integral part of the instructional program.

C. Funding Distribution

The Superintendent of Public Instruction shall distribute funds appropriated for grant to state-approved Career and Technical Student Organizations by November 1. Each grant recipient must receive a base amount of funding to support the position of state director for the organization. Additional or remaining funds appropriated for the purposes of this section may be allocated to state-approved Career and Technical Student Organizations pursuant to policies adopted under 20-7-301.

Attachment A: Funding Formula

2013-2014	Base Funding = Up To \$50,000.00 Per CTSO (Exception – FFA)	\$300,000.00
	Per Member Allocation = Approx. \$30.06 per reported member	\$200,000.00
	<u>Total Allocation</u>	\$500,000.00
2014-2015	Base Funding = Up To \$50,000.00 Per CTSO (Exception – FFA)	\$300,000.00

Incentive Funding: Based upon the attainment of Negotiated Targets for the first four Requirements (Section E) multiplied by the reported membership plus any remaining funds

(Divided equally among CTSOs that attained all four goals) \$200,000.00

Total Allocation \$500,000.00

Attachment B: Financial Routing Requirements

D. Supervision and Coordination

The Superintendent of Public Instruction through the delegation of authority to the Career and Technical Education Specialists shall supervise and coordinate the program by establishing procedures and criteria for review and approval of Applications to state-approved Career and Technical Student Organizations. Career and Technical Student Organizations may request assistance from the staff of the Superintendent of Public Instruction in formulating program proposals.

E. Application Measurements of Accountability

Proposals submitted to the Superintendent of Public Instruction by Qualified Career and Technical Student Organizations must contain a narrative detailing the CTSO's plan to address each of the following requirements:

- 1. Membership Expansion Plan (Secondary and or Postsecondary)
- 2. Professional Development Offerings to Chapter Advisors.
- 3. Student Leadership Training Increased Student Opportunities.
- 4. Activities to Develop Workforce Skills Business, Industry, or Community Contact and Experiences.
- 5. Evidence of Hire/Contracting With A State Director

Attendance at National Student Conventions

Existence of Advisory Board - Minutes/Agendas

Attendance at National/State/Regional Advisor Meetings

Organization and Supervision of State Conference

Montana Association of Career and Technical Education: Membership and Conference Attendance and Presentation

Based Line Activity Report – 2012-13 Present levels of activity

A method to evaluate the effectiveness of the program

Negotiated Targets for Requirements 1-4 of this section for the 2013-2014 School Year

Annual Budget Narrative/Report and Activity Report/Quarterly Budget Report – Submitted to respective OPI Specialist

Attachment D: Provided to report planned activities.

Attachment A: Funding Formula Example Possibilities (Electronic Access will be available)

2013-2014	1					2	014-2015	All Goals	Meet					
Organization	Ba	se Funding	Mem.	Mem. Allocation	Total Funding	E	ase Funding	Goals Met	√emebershi _l	WT. Mem.	Mem	. Allocation	То	tal Funding
вра	\$	50,000.00	1571	\$47,233.91	\$ 97,233.91	\$	50,000.00	4	2000	8000	\$	49,261.08	\$	99,261.08
DECA	\$	50,000.00	428	\$12,868.31	\$62,868.31	\$	50,000.00	4	600	2400	\$	14,778.33	\$	64,778.33
FCCLA	\$	50,000.00	1181	\$35,508.12	\$85,508.12	\$	50,000.00	4	1500	6000	\$	36,945.81	\$	86,945.81
FFA			2607	\$78,382.44	\$78,382.44			4	2900	11600	\$	71,428.57	\$	71,428.57
HOSA	\$	50,000.00	297	\$8,929.65	\$58,929.65	\$	50,000.00	4	400	1600	\$	9,852.22	\$	59,852.22
SkillsUSA	\$	50,000.00	434	\$13,048.71	\$63,048.71	\$	50,000.00	4	520	2080	\$	12,807.88	\$	62,807.88
TSA	\$	50,000.00	134	\$4,028.86	\$54,028.86	\$	50,000.00	4	200	800	\$	4,926.11	\$	54,926.11
Total	\$	300,000.00	6,652	\$200,000.00	\$ 500,000.00	\$	300,000.00	28	8,120.00	32,480	\$	200,000.00	\$	500,000.00

2	014-2015							
E	Base Funding	Goals Met	Memb.	WT. Mem.	Me	em. Allocation	Т	otal Funding
\$	50,000.00	4	2000	8000	\$	48,926.67	\$	98,926.67
\$	50,000.00	4	600	2400	\$	14,678.00	\$	64,678.00
\$		4	1800	7200	\$	44,034.00	\$	94,034.00
_ ,	30,000.00	4	2900	11600	\$	70,943.67	\$	70,943.67
\$	50,000.00	4	400	1600	·	9,785.33	\$	59,785.33
	·							•
\$	50,000.00	3	434	1302	\$	7,962.82	\$	57,962.82
\$	50,000.00	3	200	600	\$	3,669.50	\$	53,669.50
_\$	300,000.00	26	8,334	32,702	\$	200,000.00	\$	500,000.00

Attachment B: Budget Reporting Sheet (Electronic Access will be provided):

 $\frac{http://www.opi.mt.gov/pdf/FEDPrgms/GH/Appendices/AppendixB/B4DetailedLineItemBudge}{t.pdf}$

Attachment C: Fiscal Closeout for Year End Report

 $\underline{http://www.opi.mt.gov/PDF/FEDPrgms/gh/appendices/appendixb/B7FiscalCloseout.pdf}$

Attachment D: (will be available electronically)

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Requirement #1 - Membership Expansion Plan (Secondary and or Postsecondary)

OBJECTIVES	ACTIVITIES	YEAR-END SELF EVALUATION

Requirement #2 - Professional Development - Offerings to Chapter Advisors

OBJECTIVES	ACTIVITIES	YEAR-END SELF EVALUATION

Requirement #3 - Student Leadership Training - Increased Student Opportunities

OBJECTIVES	ACTIVITIES	YEAR-END SELF EVALUATION

Requirement #4 - Activities to Develop Workforce Skills - Business, Industry, or Community Contact and Experiences

OBJECTIVES	ACTIVITIES	YEAR-END SELF EVALUATION

Requirement #5 - Evidence of Hire/Contracting With State Director

OBJECTIVES	ACTIVITIES	YEAR-END SELF EVALUATION
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